

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070013-6

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE  
**VITAL RECORDS PROTECTION STATUS REPORT**  
(PART I - EMERGENCY OPERATING RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

**INSTRUCTIONS**

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

**TO:** General Services Administration  
National Archives and Records Service  
Office of Federal Records Centers  
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY

3. BUREAU OR SERVICE

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

6. OVER-ALL PROGRAM STATUS

O B J E C T I V E S

CHECK ONE

COMPLETE

INCOMPLETE

(1)

(2)

a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS

b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED

c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED

d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT

e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS

COMPLETE NO.

INCOMPLETE NO.

8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT

PERCENT

9. MAJOR LOCATION(S) OF PROTECTED RECORDS

(YES OR NO)

UNITS OF ORIGIN

ADDRESSES

SPACE PROTECTED

IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY

RECORDS IN USABLE FORM

RECORDS COMPLETE

10. PROGRAM REVIEWED

☐ a. ANNUALLY ☐ b. SEMIANNUALLY ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

3.	<div>Approved For Release 2008/11/13 : CIA-RDP75-00399R000100070013-6</div> <div>RECORDING MEDIUM (<i>Paper, microfilm, punch-cards, etc.</i>)</div> <div>b.</div>
<div>LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS</div> <div>a.</div>	